UNITED NATIONS

ST

Secretariat

ST/IC/1996/66
12 November 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in October 1996.

Annex

PLACEMENT AND PROMOTION

1 October 1996 to 31 October 1996

Name	Gender	Releasing department/office	Receiving department/office	Post level
PROMOTION				
Angarsky, Andrei	M	DAM/OCSS	DAM/OCSS	P-4
Da Silva Campino, Jose	M	DPA	DPA	P-4
Gierycz, Jadwiga Dorota	F	DPCSD	DPCSD	P-4
Kintu, Philomena	F	DPCSD	DPCSD	P-4
Landrein, Christian	M	DAM/OCSS	DAM/OCSS	P-4
Zhagora, Vladimir	M	DPA	DPA	P-4
Baumann, Franz	M	DPKO	DAM	P-5
Da Costa, Luiz Carlos	M	DPKO	DPKO	D-1
Dossal, Amir	M	DPKO	DPKO	D-1
TRANSFER				
Garcia Cobos, Julio Manuel	M	DPCSD	DESIPA	P-2

ST/IC/ 1996/67

Readex
Fiche

556

UNITED NATIONS

ST

Secretariat

ST/IC/1996/67
12 November 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of this information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in October 1996.

Annex

PLACEMENT AND PROMOTION

1 October to 31 October 1996

Name	Gender	Releasing department/office	Receiving department/office	Post level
PROMOTION				
Chong, Ana a/	F	DESIPA	DESIPA	G-6
Simmons, Cardwell	M	DAM/OCSS	DAM/OCSS	G-6
Soiberg-Friedkin, Anne	F	DAM/OCSS	DAM/OCSS	G-6
Bernadel, Anne-Marie	F	CHR	CHR	G-7
Bildstein, Janine	F	DAM/OHRM	DAM/OHRM	G-7
Borowska-Gladek, Irena	F	DAM/OCSS	DAM/OCSS	G-7
Ciocon, Patricio	M	DAM/OPPBA	DAM/OCSS	G-7
Leitao-Greene, Deolinda	F	DAM/OCSS	DAM/OCSS	G-7
Morales, Sonia	F	DAM/OCSS	DAM/OCSS	G-7

a/ The Secretary-General approved the placement of the staff member at her current level against the G-6 post.

ST/IC/ 1996/68

Readex
Fiche

551

UNITED NATIONS

ST

Secretariat

ST/IC/1996/68
15 November 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1996 will be Wednesday, 25 December. For New Year's Day, it will be Wednesday, 1 January 1997. Pursuant to the same rule, the Secretary-General has designated Thursday, 26 December, as the ninth official holiday at Headquarters for 1996. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 23 and 27 December 1996.

2. The United Nations Headquarters buildings will be closed to the public on 25 and 26 December 1996 and 1 January 1997. Furthermore, guided tours will be suspended on those days as well as on 24 and 31 December 1996.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Office of the Assistant Secretary-General for Conference and Support Services. Parties will be authorized for 18, 19 and 20 December (Wednesday-Friday) and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted only once the meetings have adjourned. Small departments or offices may wish to hold joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Office of the Assistant Secretary-General for Conference and Support Services, room S-2127A, not later than 6 December 1996, indicating:

(a) Department, office or organization holding the party;

(b) Date and hours of the party;

(c) Proposed location of the party;

(d) Approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) Name of the senior official designated to assume full responsibility for the party, including all costs;

(f) Type of party and facilities required.

5. Once approval has been granted by the Assistant Secretary-General for Conference and Support Services, if services for movers, electricians, audio technicians, etc., are required, they will be provided, subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

	$ per hour
Movers	35
Electricians	75
Audio technicians	60

6. Requests for these services should be made to the Special Services Section, at extension 3.2214. Requests for catering services for parties should be made in writing to the Banquet Director, Restaurant Associates, room S-414, extension 3.7098 or 3.7099 with a copy to the Chief, Commercial Activities Service, room S-2194F.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.